C. & S. B. Registry (22) Date February 25, 1931.

(C. & S B.) Office Notes

No. S. B. D. 8/22.
Date 27 - 2 - 31

INSTRUCTIONS TO MEMBERS OF THE CRIME BRANCH AT HEADQUARTERS.

Foreign and Chinese officers will be immediately available on Sundays, holidays, evenings and at all times when the offices are not open in a normal way, as follows:-

C. 1. The Superintendent or Chief Inspector will leave their telephone numbers with the Telephone Clerk when not actually in their homes, either one or the other will be available for emergency calls. One Foreign Sub-Inspector, one Chinese Sub-Inspector, one Chinese Sergeant and one Chinese Constable will be on duty on or within call of the office on Saturday afternoons, Sundays, Holidays and after office hours.

C. 2. One Foreign and one Chinese will be on duty as above.

C. 3. No licenses should be issued outside of office hours except under special instructions but the officer in charge should be available by telephone if required urgently.

C. 4. The officer in charge should be within telephone call at all times in case of emergency.

C. 5. One Foreign and one Chinese should be available by telephone at all times after office hours.

C. 6. The officer on duty in C. 2. should be in possession of the Studio keys and be able to get in touch with the photographer.

The Telephone Clerk will keep a special book for all Headquarters officers and should be communicated with either to leave telephone numbers or to ascertain the

whereabouts of responsible officers.

The names, addresses and telephone numbers of all members of the various Sections Chinese and Foreign should be posted in the offices of each Section and all telephone numbers should be known to the Central Telephone Clerk.

Officers in charge Sections C.1., C.2., and C.5. will submit a duty roster weekly, one copy to be sent to the Central Telephone Clerk, one copy to be posted in the office of the Section concerned and one copy for P. A. (C. & S.B.).

for Deputy Commissioner
(Crime & Special Branches)